

Instruction for Filling Out PDF Forms

It is a good idea to be familiar with simple Adobe Acrobat commands. Here is a quick review:

Terms

Toolbar - The line of pictures (icons) at the top of the page, above the document

Icons - The pictures on the toolbar

Status bar - The bar that goes across the bottom of the document

Field - The area where the data should be entered

Toggle Field - A field that can be switched by clicking on the field

Arrow Keys - These icons appear on the toolbar and can be used to view pages

How to enter data into a field

The hand icon must appear on the screen in order to enter data.

Once the hand icon appears, click on the field in which you want to enter data and began typing information. Tab to the next field. If you need to return to a previous field, press----or use the mouse to set the icon in the field in which you want to re-enter information.

How to enter information into a check box

Any fields that contain a check box work like a toggle switch. Click on the check box. A check mark will appear in any box click with your mouse. If you want to change the box, just click again to erase the check mark.

Using the Arrow Keys

Arrow keys are used to move through the document in four ways. You may move to the next page or go back a page using the middle arrow keys. You may use the first and last arrow keys to move to the beginning or to the end of the document. The current page can be viewed on the status bar.

Additional Help

You can always use the Help menu Adobe Acrobat provides at the top of the page.